

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

5 items

All

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE ARMY

2. MAJOR SUBDIVISION
The Adjutant General Center

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
MR C. A. Burgess

5. TEL. EXT.
11/31937

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED OCT 10 1974	JOB NO. NC - AU - 75 - 14
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
<i>10-25-74</i> (Date)	<i>James B. Rhode</i> Archivist of the United States

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

7 Oct 74 *Cyrus H. Fraker* *for* S J POMRENZE Chief, Records Management Division
Date (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	(See attached)		

10/28/74-

Change with approval of C.A. Burgess.

Copy to Agency 10/30/74
Copy to WNRC 11/1/74

Microforms Document and Information System
(MICRODIS # 4073-7A2C)

1. Non-Permanent Records.

a. The non-permanent records, listed below, maintained by headquarters, US Army Material Command, will be converted to microfiche in accordance with 41 Code of Federal Regulations (CFR) 101-11.507 (c)(2). They consist of an Economic and Cost Analysis Historical Data Base reflecting cost estimates, actual costs, and budgets for various systems described in AR 340-18-2. Volume of paper is approximately 96 linear feet.

(1) File Number 214-01, Cost Analysis Case Files. Microfiche will be destroyed when superseded or obsolete (on the average an 8 to 10 year life cycle).

(2) File Number 214-02, Cost Research Files. Microfiche will be destroyed after two years.

(3) File Number 214-03, Cost Factors and Data Files. Microfiche will be destroyed when superseded or obsolete (on the average an 8 to 10 year life cycle).

b. Security classifications up to and including SECRET apply.

c. Under the provisions of CFR 101-11.507b, request authority to destroy the hard copy (paper) after microfilming.

2. Permanent Records.

a. The permanent records listed below, maintained by Headquarters, US Army Material Command, will be converted to Microfiche in accordance with 41 CFR 101-11.504. They consist of such information as Military History Program Files described in AR 340-18-2 to include histories of major subordinate commands and activities, weapon systems, and specific studies. The volume of paper is approximately 42 linear feet. *Offer microfiche copies to National Archives within 10 years.*

(1) File Number 228-06, Annual Historical Summary Files. The microfiche will be earmarked for permanent retention.

(2) File Number 228-08, Organizational History Files. The microfiche will be earmarked for permanent retention.

b. Security classifications up to and including SECRET apply.

c. Under the provisions of ⁴¹CFR 101-11.503-1, request authority to destroy the hard copy (paper) after microfilming.

d. The silver original microform plus one Diazo copy is offered to the Office of National Archives, NARS, GSA, in accordance with CFR 101-11.503-1 (a) (1). Request notification if offer is accepted.

e. Storage facilities for retention of a silver duplicate negative microform copy will meet the standards of 41 CFR 101-11.506. This copy will be retired to NARS in lieu of paper documents.

f. The use of microform copies will be in accordance with 41 CFR 101-11.505.

3. The permanent and non-permanent record series will be microfilmed separately.